

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**WATER MAINTENANCE WORKER II  
WATER RESOURCES DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs a variety of responsible skilled and highly-skilled work and lead worker supervision of a crew that maintains and constructs water lines and fixtures, and performs asphalt and concrete repairs for the City's Water Resources Department. Employee reports to a District Supervisor.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs a variety of skilled and highly-skilled maintenance and construction work, and provides lead worker supervision in the performance of such work, for the Water Resources Department. Work involves operating, in a work crew, a variety of tools, and light, medium, and heavy construction equipment to construct, install and maintain water lines and associated fixtures, and to inspect backflow and cross-connection devices. Work also involves the receipt of information pertaining to line installation, entering data into computerized mapping programs or modifying maps to reflect new lines and other identifying data, and maintaining these computer maps. Employee is also responsible for performing preventive maintenance on equipment and for maintaining a variety of records and preparing reports. Employee is expected to train other employees in job safety and to coach subordinates. Employee must exercise tact and courtesy in frequent contact with co-workers, supervisors, and the general public. Work is performed under general supervision of a District Supervisor and is evaluated through observation, instruction, conferences, and reports.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Directs and prepares for transporting materials and equipment to job site in a manner which maintains crew efficiency toward completing projects, and directs and conducts removal of debris unsuitable for backfill from site, using dump trucks, front-end loaders, and related equipment.

Directs and participates in maintenance and repair of tools and equipment.

Directs and participates in a work crew digging and backfilling trenches, constructing, installing or removing water pipes and fixtures, and installing traffic safety devices.

Operates motorized equipment within knowledge, skills and abilities of this classification in the construction, installation and repair of water mains, water lines, pumps, valve boxes, hydrants and associated fixtures.

Directs and participates on a crew in the construction, installation or removal of water taps and mains, water valve boxes, hydrants and associated fixtures; directs and assists in repairing and replacing such fixtures; directs and assists in placing pipes and fittings into excavated ditches; directs and assists in boring under roads to install pipes; directs and assists in installing meter boxes valve vaults or manholes. Such work is performed in accordance with established specifications, standards, and deadlines, under general direction of a supervisor.

Directs and participates in backfilling and leveling ditches and excavations; grading and repairing roads affected by fixture installation and repair work, maintaining and restoring landscaping using hand tools or small equipment.

Estimates time and material needed in completing work orders and projects; insures proper allocation of equipment, tools, supplies, and materials to complete assigned work.

Prepares and maintains records of daily work crew activities.

Confers with water customers, citizens, and private contractors to receive and respond to work requests, inquiries, complaints, etc.; advises subordinates and supervisors of such concerns as appropriate.

Inspects backflow and cross-connection devices, as required.

Trains and coaches subordinates in such issues as job safety.

## **WATER MAINTENANCE WORKER II**

### **ADDITIONAL JOB FUNCTIONS**

Utilizes computerized data entry equipment and specialized database programs to enter, store and/or retrieve information pertaining to location and layout of City water distribution and wastewater collection lines and fixtures.

Plots and prepares maps of utility system layout and fixtures; records line measurements and fire hydrant flow data.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the practices, procedures and equipment used in water line installation and maintenance.

Considerable knowledge of the occupational hazards involved and the safety precautions necessary for water line maintenance work.

Considerable knowledge of traffic laws, ordinances, and regulations pertaining to operation of motorized equipment.

Considerable knowledge of the standard practices, materials and equipment used in land survey drafting.

Considerable knowledge of the use and application of computer-driven geographic information systems (specifically ARC/INFO).

Considerable knowledge of the geographic layout of the City and its water and wastewater lines.

General knowledge of the principles and practices of cartography.

Skill in the occasional use of drafting instruments for the revision of existing maps or creation of new maps.

Ability to safely and skillfully operate and maintain light, medium, and heavy equipment such as hydraulic excavators, "low boy" tractors and trailers, rubber-tired backhoes, fork lift, line locators, "CL12" and small tapping machines, all sizes of trenchers, boring machines, front end loaders, flat-bed dump trucks, cutting saws, tamps, air compressors, jack hammers, and small air or gas-powered equipment.

Ability to plan, assign, supervise, and direct the activities of a maintenance crew.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to exercise considerable tact and courtesy in dealing with co-workers, supervisors, subordinates, and customers.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to safely and skillfully make water main taps up to 36" in size on ductile iron, cast iron, welded steel, polyvinyl chloride, or asbestos cement pipe.

Ability to read water system map books to determine recorded locations of pipes, valves, hydrants, and other water facilities, and ability to accurately document corrections or additions needed to maps to reflect work performed and actual conditions observed on the job.

Ability to direct and execute traffic control safety procedures for all routine work areas and to read and follow job specific written control plans for complex and especially hazardous traffic areas.

Ability to direct and perform through a crew the installation and repair of large and small water pipes of various material and joint construction; and to direct and perform through a crew the installation, repair, or replacement of water valves and fire hydrants.

Ability to follow oral and written instructions.

Ability to perform all math functions and the ability to read with effective comprehension.

Ability to choose leadership styles appropriate to given situations, while maintaining effective coaching and high morale.

Ability to train subordinates in such issues as job safety.

### **PHYSICAL REQUIREMENTS**

## **WATER MAINTENANCE WORKER II**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, 50 pounds of force frequently, and 20 pounds constantly.

Must possess the visual acuity to operate motor equipment in a safe manner.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from high school and 2 to 5 years of experience in water or sewer system operations with preferably some drafting and surveying experience; possession of a Class "B" Water Distribution System Operator's Certificate issued by the N.C. Department of Environment, Health and Natural Resources is also highly preferred; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the State of North Carolina. Possession of an appropriate class Commercial Driver's License issued by the N. C. Division of Motor Vehicles. Possession of certification in First Aid and CPR. Possession of an OSHA "Competent Person" certification in trenching and shoring operations.

### **ADDITIONAL SPECIAL REQUIREMENT FOR DISTRIBUTION DIVISION**

Possession of a class "C" Water Distribution System Operator's Certificate issued by the N. C. Department of Environment, Health and Natural Resources.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Non-Exempt  
Salary Grade 11  
Formerly Known As "Water System Operator II"